

CHIPPEWA COUNTY, MICHIGAN POSITION DESCRIPTION

POSITION TITLE:COOK

Department: Jail

Pay Grade:

Reports To: Kitchen Supervisor

Purpose of Position

Under supervision of the Kitchen Supervisor, the Cook is responsible for the preparation and serving of meals to inmates of the Chippewa County Jail as well as supervising inmate engaged in assisting in the kitchen.

| | |---------------------------------------| | Essential Duties and Responsibilities | |---------------------------------------|

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned inmate; assists with complex or problem situations; provides direction, advice, and technical expertise.

Complies with all applicable codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees, inmates, and other individuals.

Prepares and serves inmate meals in a timely fashion; verifies special diets.

Assists in developing new menus ensuring nutritional values are met.

Assists with training new personnel; trains inmate in proper kitchen sanitation.

Receives deliveries and stores properly.

Monitors and adjusts perpetual inventory; rotates perishable stock.

Cleans cooking area; sweeps/mops floor.

Attends required workshops, seminars, classes, food shows, and meetings.

Performs other related essential duties as required.

| | |---| | Minimum Training and Experience Required to Perform Essential Duties and Responsibilities | |---|

High school diploma or GED; supplemented by some previous experience in a large quantity food service position or related position; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Special Requirements

No special licensure or certification is required.

Minimum Physical and Mental Abilities Required to Perform Essential Job Functions
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Requirements

Physical

Ability to coordinate hands and eyes in using automated office equipment.

Ability to use, utilize, or otherwise operate specialized departmental tools, equipment, and materials including stove/ovens, dishwashers, food processors, skillets, toaster, meat slicer, kitchen utensils, food products, cleaning materials, etc.

Ability to exert physical effort in light to moderate work involving lifting, carrying, pushing, and pulling; ability to stoop, kneel, crouch, and crawl; ability to climb and balance; tasks require visual perception and discrimination.

Mathematical Ability

Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; ability to perform mathematical operations with fractions; may include ability to compute ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Language Ability and Interpersonal Communication

Ability to comprehend and correctly use a variety of informational documents including diet orders, stock invoices, and other reports and records.

Ability to comprehend a variety of reference books and manuals including jail rules/regulations, policy manual, cook books, diet manuals, and others.

Ability to prepare meal counts, inventories, memorandum, correspondence, and other job related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.

Ability to accurately record and deliver information, meet deadlines, and maintain confidentiality of restricted information.

Ability to make independent judgments in the absence of management, use common sense, and utilize the principles of influence and rational systems in the performance of tasks.

Ability to learn and understand kitchen/cooking terminology, language, principles, and techniques.
Ability to perceive and discriminate colors, tastes, and odors.

Ability to work under moderately stressful conditions, to respond immediately to crisis situations, and to balance priorities within and between offices/departments.

Ability to maintain personal composure and tactfully handle difficult situations and interpret questions correctly; ability to behave in a friendly, understanding, helpful, and professional manner.

Ability to supervise inmate; ability to advise and interpret on the application of policies, procedures and standards to specific situations; ability to explain, demonstrate and clarify to others within well-established policies, procedures and standards.

Ability to communicate effectively with Sheriff, Undersheriff, department personnel, inmates, vendors, and the general public verbally and in writing; ability to speak with and before others with poise, voice control, and confidence using correct English and well-modulated voice.

Environmental Adaptability

Ability to work effectively in a kitchen and jail environment being exposed to the inherent risks such as potential violence, noise, toxic agents/chemicals, hot temperatures, electric current, etc.

Essential functions are regularly performed without exposure to adverse environmental conditions.

Chippewa County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.